

# **Federal City Performing Arts Association Board of Directors Meeting Minutes**

A regular meeting of the 2002-2003 Board of Directors  
2801 M Street, NW, Washington, DC  
**Monday, June 16, 2003**

## **Present**

**Board:** Streit, McGee, Cole, Cohen, Reiffer, Mahaffey, Herman, Benton, Lewis, Brayton

**Absent:** Baker, Ohnmacht, Hammett

**Proxy:** None

**Staff:** Bielenberg, Buhrman, Garcia-Christie

**Absent:** Hammett

**Guest:** None

## **Call to Order**

1) Chairman Streit called the meeting to order at 7:00 PM.

## **Approval of Minutes**

Brayton moved that the Minutes of the Regular Board of Directors Meeting of April 16, 2003 be accepted as distributed. Cole seconded and motion was carried.

## **Treasurer's Report** (Lewis)

The financial reports for the period ending May 31, 2003 were distributed by Lewis. Lewis reviewed the successes for the year thus far: GMCW Presents and advertising revenue. He also listed some challenges that we have faced: lower season subscription sales; single ticket sales lower than projected; merchandise sales; corporate contributions; and marketing expenses.

Lewis indicated that at this time, we can incur a \$35,000 loss through the end of June. Further, he projected that the FY'03A budget (July-August 2003) will be tight.

After discussion on options for enhancing revenue and reducing or eliminating the shortfall, Cole moved that the treasurer's report be accepted as presented. McGee seconded, and the motion was passed unanimously.

**FY'03A.** Lewis reiterated that we are in the process of changing our fiscal year from the current July 1- June 30 to one which runs from September 1 - August 31. Our auditors have advised us that it is not allowable to have a fourteen month fiscal year, so to accomplish the transition, a two-month fiscal year (FY'03A) is required. Lewis presented the budget for this two month period and requested that it be approved. Reiffer moved that the FY'03A budget be approved as presented. Brayton seconded, and the motion was passed unanimously.

FY'04. Lewis then presented the FY'04 budget. Discussion ensued on assumptions, goals, key events, the new concept for the auction, increased activities by the Development Committee and other relevant areas. McGee moved to adopt the FY'04 budget as presented. Brayton seconded. The motion was carried with one "no" vote.

#### **Artistic Director's Report (Buhrman)**

We are in the process of contracting with Alan Shorter to write a commission called "Changing Hearts" to premiere in July 2004 here and at GALA.

The upcoming season will feature DC Swing at our holiday concert; a small cast production of You're a Good Man, Charlie Brown; a return to the concept of Let Us Entertain You in May; and Bye Bye Birdie for March, with John Moran as Stage Director and Fred Boykin as one of the Assistant Stage Directors.

The Educators' Workshop, in partnership with the National Association of Independent Schools and the Eastern Educational Resource Collaborative was a great success with much higher than expected attendance by teachers, counselors, and administrators. Plans for the upcoming season include a second educators workshop; the possibility of making our first appearance at a local school; and pursuing the possibility of a DC youth choir.

We continue to focus on community outreach, with two performances of Charlie Brown designated as children/family matinees; and a family matinee of Bye Bye Birdie.

We have accepted three engagements for the fall: Gay Day at Hillwood; Covenant Network (Presbyterian pastors and lay leaders) at New York Avenue Presbyterian Church; and the opening ceremony of the AIDS Walk.

#### **Executive Director's Report (Bielenberg)**

The annual auction was a great success with a 10% increase over last year. Gross revenue is anticipated to be \$55,000 with a net of approximately \$35,000 after expenses. Bielenberg expressed special thanks to Dan Hann, Michael Armentrout and the entire auction committee for their work in making this event the success it was.

Bielenberg thanked the Fairmont Hotel for a very generous in-kind sponsorship, donating rooms both for our June concert guest, and for hotels outside of D.C. to be used at our auction.

As anticipated, we will realize less revenue from the 2002 United Way/CFC Campaign - approximately a 30% drop from last year to \$8,597.81.

A grant proposal has been submitted to the DC Commission on the Arts and Humanities for the 2003-2004 season. Last year, we received \$7,000 from the Commission, and hope for continuing support.

FCPAA Chair, Streit, led an effort to secure sponsors for the GLASS Youth Choir to appear with us at the Kennedy Center. His efforts were highly successful and raised close to \$12,000. Bielenberg thanked Streit for his efforts in securing this funding.



### Marketing (Bielenberg)

Mahaffey hosted a wonderful event at his home inviting colleagues and friends to learn more about GMCW and solicit their support and assistance in marking and promoting the Chorus.

Buhrman and Bielenberg met with the new Features Editor of the Washington Blade, Rhonda Smith. A nice article on the June concert appeared in the Blade.

An article appeared in the Washington Post on GLASS.

Subscription brochures will be printed over the summer and ready for mailing in late August.

### Program Ad Sales

Roger Bergstrom and Gary Regan have done an incredible job with program advertising, bringing in more than \$41,000, more than \$13,000 over the projected revenue. Bielenberg extended special thanks to them for their incredible work this season.

### Technology

The Technology Committee has selected a new database system - eTapestry, which will be a tremendous asset to GMCW operations. We will now work to convert data from 6 separate databases into one system. A portion of the funds needed to acquire this system was paid for with Century Circle funds. A special thanks goes to Harold Lewis for his special contribution to underwrite the other half of the one-time costs.

Health Insurance: We will be switching group health insurance from the Cultural Alliance of Greater Washington to the Washington Council of Agencies which should save approximately \$5,000 in the next twelve months.

Space: Given budget considerations, the search for new office space has been suspended.

Hillwood: We will be performing at Gay Day, and Hillwood will once again host the Capitol Club Gala in the fall.

Pride: Bielenberg expressed special thanks to Ryan Athearn and David Garofalo for coordinating our participation in the Pride parade and festival.

Outreach: Bielenberg discussed the many outreach events he has attended over the past several months.

### Nominating and Board Governance Committee

Ohnmacht reported that there are two nominations for officer positions: John Benton for Vice Chair of the Board; Harold Lewis for Treasurer of the Board. Ohnmacht called for other nominations. There were no further nominations. Cole moved to elect John Benton as Vice Chair and Harold Lewis as Treasurer. Mahaffey seconded, and the motion was passed unanimously.

Ohnmacht reported the results of the election for Board members. All those on the ballot were elected, and he is thrilled with the terrific new Board members.

### President's Report (Reiffer)

Reiffer had nothing to add. Streit and the entire Board applauded Reiffer for the wonderful job he has done as Chorus President during the past year.

### **Capital Club Report**

There was no Capital Club report given at this meeting.

### **Chairman's Report** (Streit)

Streit wished to acknowledge Harold Lewis for helping to underwrite the new software acquisition.

Streit shared his major goals: 1) expand the Board of Directors; 2) increase fundraising. He wished to acknowledge the fantastic job that Michael Baker did with the Capital Club; and Steve Herman for his matching contribution which helped expand membership in the Capital Club.

In the coming year, he wished to concentrate on marketing efforts and to increase ticket sales.

The Board needs to be congratulated on fine effort this year.

Although he realizes that we will probably end the year in a deficit situation, and understands the contributing factors to this, he still wished to challenge the Board to look at opportunities for making up this deficit.

Streit indicated that he plans to continue bi-monthly meetings of the full Board next year, with meeting scheduled for October, December, February, April, June.

### **Adjournment**

Cole moved that the meeting be adjourned. Cohen seconded. The motion was carried, and the meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Steven J. Herman, Secretary  
October 13, 2003